

ENTERPRISE GIS ANALYST II

GENERAL RESPONSIBILITIES

Under the supervision of the Enterprise GIS Manager; uses ArcGIS to design, implement and maintain a geographic information system including database design and system interface for Carroll County government.

ESSENTIAL TASKS include the following and other duties may be assigned.

1. Design, implement, and maintain security, and accessibility of enterprise geodatabases
2. Develop computer interfacing, data conversion, data collection, mobile, web and computer applications using ArcGIS Desktop, ArcGIS Server, ArcSDE, SQL Server, other software
3. Develop, acquire, implement, and document enterprise geodatabases across technologies including traditional, GIS, and Web applications
4. Evaluate and recommend hardware and software components relating to enterprise GIS
5. Help establish and implement GIS data maintenance processes and associated workflows
6. Assist with the development and implementation of geospatial data standards and procedures
7. Provide ArcGIS and related software support and training to agency users
8. Assist in training of Enterprise GIS Analysts
9. Maintain current knowledge of software and hardware methods, trends and techniques
10. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
11. Communicates with managers, supervisors, co-workers, citizens, and others; maintains confidentiality; and represents the County
12. Any employee may be identified as Essential Personnel during emergency situations
13. Perform other duties as assigned

EDUCATION AND EXPERIENCE

1. Bachelor's degree in GIS, Geography, Computer Science, Computer Information Systems or related field
2. Six years experience in operation, installation, and application of Geographic Information Systems

A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Read, analyze, and interpret technical information
2. Write reports, correspondence, procedures and other required documentation.
3. Use computer software programs and/or other applications (ArcGIS Desktop, ArcGIS Pro, ArcGIS Online, ArcGIS Server, and SQL Server); Python preferred)

CERTIFICATES, LICENSES, REGISTRATIONS

1. Requires criminal background check as condition of employment
2. Valid driver's license